

# WEEK IN REVIEW

A publication of the City Manager's Office

## Council Meeting

January 8 - Next City Council  
Regular Meeting and Work  
Session

## Looking Ahead

Monday, January 7: OTAC  
Promotions Committee

Tuesday, January 8: Planning  
Commission work session

Wednesday, January 9: Board of  
Zoning Appeals meeting;  
Christmas trees collected  
curbside

Thursday: CPMT meetings

Monday, January 14: School  
Board work session

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Season 2 coming in February



First Night Winchester with the traditional apple drop was held on December 31 in Old Town Winchester. Happy New Year! We look forward to an amazing and productive 2019.

## City Manager's Takeaways

The Winchester area has just been named the 11th Best Small Place for Business and Careers in the entire country by Forbes, and #1 in all of Virginia (Charlottesville ranked closest at #13 nationwide)! Winchester ranked at #13 last year nationwide and #1 in VA. [Report](#)

Continued preparations for the upcoming annual Council Retreat on January 18, 2019 at the Museum of the Shenandoah Valley.

Discussed proposals from vendors for the upcoming Solid Waste and Recycling Study. The chosen vendor should be announced in the next two weeks.



# Public Safety

## Winchester Police

- Provided security and support for First Night Winchester.
- Violent crimes:
  - Crimes against persons (felony) - 1
  - Crimes against persons (misdemeanor) - 17
- Property crimes:
  - Residential Burglaries - 1
  - Commercial Burglaries - 1
  - Other - 4

## Winchester Fire and Rescue

- Taught International Trauma Life Support to Paramedic students. Nine members successfully completed the course.
- B Shift continues to work on pre-planning for all Target Buildings within the City.
- Attended opening night of the INSIGHT Citizen's Academy.
- Posted [weekly incident report](#) to the website.

## Emergency Management

- Inventoried and returned radio cache.
- Worked with Innovation and Information Services to upgrade laptops in the Mobile Command Unit.
- Demonstrated Cradle Point for data operations on First Net System.

# Development Services

## Economic Redevelopment

- Finalized sale of 212 E. Cork Street to Tom and Joy Frerotte for relocation of the Chopped Corner Taco from 200 N. Kent Street.
- Participated in the Virginia Career Works Business Service Team Meeting with regional partners.
- Continued working with development partners on efforts pertaining to the former Winchester Towers and Kent/Piccadilly projects.

Police Activity	#
Calls for Service	312
Crash Reports	13
DUI/DWI	0
Alarms/False Alarms	24/24
Directed Patrols	75
Directed Patrols (OTW)	8
Extra Patrols	183
Extra Patrols (OTW)	4
Traffic Citations	61
Traffic Warnings	99
Special Events	7/1
Permits Received/Approved	7 rec'd YTD

Fire Activity	#
Fire	3
Overpressure	0
EMS/Rescue	101
Hazardous Cond.	4
Service Call	9
Good Intent	5
False Alarms	1
Special Incident	0
Plan Review	4
Inspections	1
Reinspections	0

## Winchester/Frederick County Tourism

- Continued 2019 Visitor Guide ad sales and early design and copy editing. Ad space closes next week, with printing expected in early March.
- Attended monthly Shenandoah Valley Tourism Partnership meeting. Topics included new marketing opportunities for FY20, ongoing video production for new video series, and UTrip trip planner integration into the website [www.VirginiasShenandoahValley.com](http://www.VirginiasShenandoahValley.com)
- Met with the owner of the Classy Cowboy Chauffeur shuttle service to explore additional local tours and cross-promotion of the Shenandoah Spirits Trail.
- Participated in the weekly Virginia Restaurant, Lodging and Travel Association's ([VRLTA](#)) legislative phone-in to hear current tourism-related issues at the state level.
- Continued work finalizing trip itineraries for the Bloomin' Wine Fest to help promote longer overnight stays for wine festival guests.
- For the third straight month, official Visitor Guides have been mailed to all new households in Winchester and Frederick County based off of the previous month's home sales. This is a new effort to welcome new residents to the area and engage them in the many local businesses, attractions and events that are held here.

## Old Town Winchester (OTW)

- Worked with graphic designer on 2019 OTW Shopping and Dining Guide style and edits.
- Sent out monthly e-newsletter.
- Assisted First Night Winchester with event office.
- Continued to collect information for Virginia Main Street end-of-year reports.
- Received \$1,000 scholarship to assist with costs for the National Main Street conference for the Downtown Manager.
- Promoted Old Town Advancement Commission (OTAC) Stakeholder Meeting held on January 3. Next stakeholder meeting will be held on August 1 at 6:30 pm in Rouss City Hall.
- Adding new business information and edits to the OTW website.
- Began outreach for Chocolate Escape February 9.

## Planning

- Continued working with developer to secure materials requested by Planning Commission to present at public hearing for the senior housing addition to the old hospital structure. The case was tabled until the January 15 Commission meeting where a second Commission public hearing will be conducted and additional materials clarifying the extent of the waivers will be presented.
- Conducted first site inspection at Pizzolo Pizza Shop at 501 N. Loudoun Street and noted a number of punch list items that need to be addressed before an occupancy permit can be issued. Contractor believed that items could be resolved by end of the week. Most neighbors seem happy with physical transformation of old gas station property that has been vacant for many years.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

## Zoning and Inspections

- Completed:
  - 63 building permit inspections and issued 39 building/trades permits (\$340,148 valuation)
    - Notable permits: 412 Longview Avenue - new single family dwelling (\$190,000 valuation)
  - 21 code enforcement inspections and initiated 14 new cases
  - 4 new business reviews (4 Certificate of Business, 0 Certificates of Home Business)

Permit #	Type	Address	Description	Value
18 00001564	FIRE	1944 VALLEY AVE	ALT. TO ADDRESSABLE SYSTEM	\$48,000
18 00001842	MECH	243 WALKER ST	NEW GAS LINE LIGHTER/RANGE	\$3,400
18 00001844	PLBG	1845 HANDLEY AVE	EXPANSION TANK	\$250
18 00001851	NGAS	1623 VALLEY AVE	REPLACEMENT WATER HEATER	\$1,900
18 00001851	PLBG	1623 VALLEY AVE	REPLACEMENT WATER HEATER	\$1,900
18 00001696	BLDG	348 SHERIDAN AVE	BATHROOM REMODEL	\$14,000
18 00001696	PLBG	348 SHERIDAN AVE	NEW FIXTURES	\$1,200
18 00000704	MECH	286 LINDEN DR	NEW HEAT PUMPS	\$16,500
18 00000809	ELEC	100 N LOUDOUN ST	REMODEL	\$5,500
18 00000867	ELEC	100 N LOUDOUN ST	REMODEL	\$2,500
18 00001034	MECH	141 OMPS DR	INSTALL A/C & FURNACE	\$10,000
18 00001399	ELEC	518 TENNYSON AVE	REMODEL	\$1,000
18 00001843	MECH	2240 VALLEY AVE	REPLACE RANGE HOOD	\$6,120
18 00001848	ELEC	508 YORK AVE	SVC UPGRADE	\$1,200
18 00001849	ELEC	36 W HART ST	SVC UPGRADE	\$1,000
18 00001853	ELEC	551 N BRADDOCK ST	REPLACE SERVICE/PANEL	\$2,500
18 00001854	ELEC	404 S WASHINGTON ST	HOT TUB	\$0
19 00000001	NGAS	512 MARION ST	REPLACE WATER HEATER	\$300
19 00000001	PLBG	512 MARION ST	REPLACE WATER HEATER	\$2,800
19 00000002	MECH	294 GREEN ST	WALL HEATER/PIPING	\$250
19 00000002	NGAS	294 GREEN ST	PIPING TO WALL HEATER	\$0
19 00000003	MECH	249 1/2 WEST ST	REPLACE FURNACE	\$1,500
19 00000003	NGAS	249 1/2 WEST ST	REPLACE FURNACE	\$50

Permit #	Type	Address	Description	Value
19 00000004	PLBG	692 WOODSTOCK LN	EXPANSION TANK	\$190
19 00000005	NGAS	1614 LEWIS ST	INSTALL DRYER & PIPING	\$300
<b>Total: 15</b>				<b>\$122,360</b>

## Parks & Recreation

- Closed the indoor pool from 12/30 through 1/1 for maintenance; reopened 1/2/19 at 5:30 a.m.
- Began accepting applications for Recreation Center attendant.
- Met with the Communications Director in regard to the City's 275th anniversary celebration to brainstorm ways for the Park to get involved.

## Public Services

- City Hall renovations: Work continues on finishing the Innovation and Information Services offices on the fourth floor and the City Council chambers.
- Submitted bid documents to Purchasing to advertise the project that will make structural and roof repairs to the original buildings at the water treatment plant.
- Continued researching options for glass and plastics #3-7 recycling. The City's vendor no longer accepts these items, however, residents can continue placing all materials in their recycling bin for curbside collection. The materials will be sorted and processed accordingly. [Read More](#)
- Kent Street/Woodstock Lane Improvement Project Update:
  - Kent Street: Watermain installation is progressing south on Kent Street towards Millwood Avenue and is approximately halfway complete. Watermain replacement is expected to be completed by the end of January.
  - Woodstock Lane: Crews will begin work on Thursday, January 10. Traffic on Woodstock will be flagged. Work in the middle of the Pleasant Valley and Woodstock intersection is scheduled for Saturday, January 12. Traffic may be reduced to one lane in each direction, but there will be no full street closures.

Division	Activity	Past Week	2018 Year-to-Date Totals	Measurement
Streets	Sidewalks repaired/replaced	0	1,183.75	Linear feet
	Streets repaved	0	5.50	Lane miles
	Potholes repaired	5	157	#
	Mowing	0	278.89	Acres
	Miles of streets swept	54	2,505.19	Miles
	Tons of leaves hauled	40	425.33	Tons
Trees	Dead/diseased trees removed	1	147	#
	Trees trimmed	0	1,078	#
	Stumps removed	5	86	#
Traffic	Street signs Installed/replaced	30	543	
	Pavement markings repainted (City)	0	14,389	
	Pavement markings repainted (contractor)	0	644,553	
Refuse & Recycling	Refuse collected	122.74	6,464.28	Tons
	Recycling collected	46.66	2,908.88	Tons
	Large item pickups	6	247	#
Transit	Total passengers	2,630	134,107	#
	Revenue miles pick up/drop off	3,797	190,206	Miles
	Revenue hours pick up/drop off	360	17,602	Hours
Utility billing	Payments processed	1,336	69,198	#
	New bills mailed out	0	96,806	#
	Water services turned off (non-payment)	37	560	#
Water treatment plant	Average daily water demand	5.93	6.46	Million gallons/day
	Peak daily water demand	6.12	8.43	Million gallons/day
Wastewater treatment plant	Average daily flow treated	15.03	9.49	Million gallons/day
	Peak daily flow treated	20.76	21.14	Million gallons/day
Water distribution and wastewater collection	Water main breaks repaired	2	40	#
	Water meters read	1,006	77,268	#
	Fire hydrants flushed	0	1,241	#
	Sewer mains cleaned	1,314	119,228	Linear feet
	After-hours call outs	13	376	#
Engineering	Site plans reviewed	0	135	#
	Right-of-way permits issued	0	184	#
	Stormwater facility inspections	0	202	#
	Erosion and sediment control inspections	0	2,473	#

Division	Activity	Past Week	2018 Year-to-Date Totals	Measurement
Facilities Maintenance	Work requests completed	21	1,089	#
	Special events assistance	1	44	#
	Maintenance of pedestrian mall	34	1,629	Staff hours
Equipment maintenance	Total repairs completed	55	2,279	#
Winchester Parking Authority	Work requests completed	4	376	#
	Special events - assistance provided	0	9	#
	Vandalism or property damage issues	0	30	#

### Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	750
Water service lines replaced (number)	0	1
Water meters replaced (number)	28	566
Sanitary sewer mains replaced/lined (linear feet)	0	0
Sanitary sewer laterals replaced (number)	0	2
Sanitary manholes replaced (number)	0	3
Sidewalks replaced (linear feet)	50	4,733

## Support Services

### Innovation and Information Services (IIS)

- Personal property semi-annual transition: Commissioner of the Revenue changes are in production and have been used. Completing final testing on Treasurer changes next week.
- Upgraded internal firewalls and reconfigured all network switches to improve security.
- Configured City Hall network switches to accommodate new Apple TVs for AV presentation purposes.
- Worked with web developer to change the IP address of the Police Department website due to recent issues with the hosting service.
- Cleaned up network monitoring software to reflect current active devices.
- Configuration DNS for OpenGov.

## Social Services

- Received 58 Benefit Program applications: 14 SNAP, 37 Medicaid, 3 TANF, 0 VIEW, 2 Child Care, 0 Auxiliary Grant, 0 General Relief, 2 Home Energy Assistance Program
- Provided case management to:
  - 3,209 Medicaid cases
  - 1,543 SNAP cases
  - 68 TANF cases
  - 15 Auxiliary Grant cases
  - 38 individuals receive VIEW services
  - 47 families/70 children receive Child Care Subsidy Assistance (42 families/70 children are currently on the waiting list for child care assistance).
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	68/82
Child Protective Service referrals	2
Placed "on notice" for foster care entry by JDRC	3
Children in foster care	61
Entered/exited foster care	0/0
Adoption subsidy cases/adoptions finalized	51/0
Child Protective Service (CPS) case management load	55
Benefit program fraud & overpayment referrals/investigations	2/2
CPS family assessments & investigations of alleged maltreatment	114
Family Service intakes	17
Adult Protective Service referrals	1
Adult services case management load	9
Adult guardianships/cases	2/64
Adult Protective Service investigations/intakes	10/2
Family Services Prevention case management load	5
Uniform Assessment Instrument screenings	1



# Communications

- Distributed the January 2 issue of CitE-News.
- Handled 11 media requests for City information and staff interviews and 10 media requests for WPD.
- Handled or began processing 1 FOIA request.
- Kicked off the 2019 INSIGHT Citizen's Academy with 27 participants.
- Edited the Social Services job preview video.
- Continued creative discussions about the Public Services employee recruitment campaign.
- Prepared scripts for the upcoming podcast with host Barry Lee (WINC FM) that is expected to be released next week.
- Continued working on the new Police Department website after having multiple issues with the hosting of the current site.
- Brainstormed ideas with Parks and Recreation staff concerning their involvement in the City's 275th anniversary celebration this year.
- Began laying out the 275th anniversary kids coloring book of Winchester's history with pictures hand drawn by local artist, Abby MacKnight.
- Ordered 200 more 2019 informational calendars as the small quantity that was remaining following distribution to all addresses with a 22601 zip code is already exhausted.
- Handled several requests for information by local residents interested in serving on a City board.
- Applied for and received an app developers license from Google for the City's mobile apps.
- Finalized the Mayor's Annual Report video in preparation for the January 8 regular Council meeting.
- Discussed public relations ideas with OpenGov representative in advance to the City's launch of the new OpenGov OpenData and Open Town Hall portals. OpenData provides raw data about City services and interactive tools, and Open Town Hall is a polling feature for gathering input from the public.
- Updating all recycling promotional materials to include new information.

Date	News Releases
1/2	City announces changes to recycling collection service - <a href="#">read</a>
Date	Segments on WDVM
1/2	City of Winchester no longer recycles glass and certain plastic - <a href="#">watch</a>
Date	Articles in <i>The Winchester Star</i>
12/29	Family, friends remember city homicide victim
	2018: A taste of success for local Democrats
1/2	\$15K raised for officer's widow, son
	Photo: First Night Winchester (Volunteers in Policing)
1/3	Homicide suspect s remain at large
	Winchester-Frederick 11th on Forbes list of Best Small Places for Business, Careers
1/4	Winchester can no longer recycle glass, most plastics
	City gets extension in religious discrimination suit